



Arizona Medical Board

9545 East Doubletree Ranch Road • Scottsdale, Arizona 85258

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DRAFT MINUTES FOR TELECONFERENCE MEETING OF THE EXECUTIVE DIRECTOR SEARCH COMMITTEE

Held on Tuesday, August 28, 2007

9545 E. Doubletree Ranch Road • Scottsdale, Arizona

Committee Members

William R. Martin, III, M.D., Chairman

Ram R. Krishna, M.D.

Douglas D. Lee, M.D.

Todd A. Lefkowitz, M.D.

Dona Pardo, Ph.D., R.N.

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

ROLL CALL

The following Committee Members were present: Dr. Krishna, Dr. Lee, Dr. Lefkowitz, Dr. Martin, and Dr. Pardo.

CALL TO PUBLIC

There was no one present for call to public.

ALSO PRESENT

Marc Harris, Attorney General's Office, Licensing Enforcement Section and Christine Cassetta, Board Legal Counsel.

NON-TIME SPECIFIC ITEMS

Discussion and possible action on adopting plan for succession and replacement of the Executive Director

Dr. Martin led the discussion and noted that the Board previously utilized the services of the Arizona Department of Administration (ADOA) for assistance in filling the prior ED vacancy. Drs. Krishna, Lee, and Pardo were involved in the last ED search and stated that it was a positive experience. Dr. Lee asked what services ADOA provides that the Board would need assistance with. Timothy Miller, J.D., E.D., informed the Board that ADOA played a vital role by providing the advertising and conducting initial applicant screening interviews. Dr. Krishna commented that ADOA was a great help the last time and that it is important for them to be involved again this time. He stated their assistance would save a significant amount of time and Staff resources. He noted the Committee can give ADOA guidance; however, the ultimate decision rests with the Board in hiring the new ED. Dr. Martin informed the Board that he attempted to have representatives from ADOA participate in this meeting; however, they would not be available until September 5, 2007. He noted Sharon P. Megdal, Ph.D., was involved in the last Committee search for the new ED while on the Board and stated he had attempted to contact her for her input as well.

Dr. Martin stated Mr. Miller was asked to update his job description which was presented to the Committee. Mr. Miller gave a brief overview of the changes that were made and explained that he rearranged some of the wording for informational purposes and that the percentage of time spent performing daily tasks was also revised. He stated the job description now more accurately reflects the amount of time from his personal experience in the last two and a half years. Dr. Lee asked what the time frame would be to have the revised job description approved if the Committee were to accept the changes. Mr. Miller stated he would need to discuss this with Staff, but did not think it would take long. Mr. Harris stated the changes in the job description should not necessarily delay the Committee's ability to continue filling the position.

MOTION: Dr. Lee moved to accept the revised job description for the ED position and send it to ADOA for approval.

SECONDED: Dr. Krishna

Mr. Miller stated the revised job description did not change the overall responsibilities of the ED. He stated the ED still holds ultimate responsibility for the Agency.

Dr. Pardo expressed concern regarding the section in the job description that refers to the ED having the authority to develop organizational structure. She was concerned that the new ED would come into the Agency and change the procedures when Staff is working well with the current structure. Mr. Miller stated that under the old job description and by statute, the ED has the responsibility and/or authority to change the organizational structure of the Agency. He stated that if the Board does not want any changes to Agency's procedures, this should be expressed to the candidates during the interviewing process. Dr. Krishna commented that it should be left in the job description so that the new ED will have the opportunity to change the structure if it benefits the Agency and/or Board. Dr. Martin stated that after Mr. Miller made his resignation announcement to Staff, he and Mr. Miller met with Staff to hear Staff's concerns. Dr. Martin and Mr. Miller have received e-mails from Staff voicing their concerns and naming any candidates they felt qualified for the new position. He informed the Committee that the e-mails from Staff are available for the Committee to review at any time, should they wish to review them. Dr. Martin agreed that the new ED should have the authority to change the structure of the Agency and that the Committee should express to the candidates during their interviews that the Board and the Agency is comfortable with the current process.

VOTE: 5-yay, 0-nay, 0-abstain, 0-recuse, 0-absent.

MOTION PASSED.

Dr. Martin suggested the Committee discuss their thoughts regarding the timeframe for the hiring process. Dr. Krishna stated it would be appropriate for the Committee to inform ADOA when they would like to finalize the process. The Committee instructed Staff to schedule a meeting with the Committee and ADOA as early as possible, as this might help establish a realistic time frame from ADOA's perspective. Dr. Lee noted that the Board previously discussed utilizing an Interim Director (ID) until the new ED is hired. Mr. Miller informed the Board that the Deputy Executive Director (DED) fills in for the ED when he is not available. The Case Review Manager then fills in for the DED with the assistance of the Chief Medical Consultant. Dr. Krishna stated he was satisfied with this system. Drs. Lee and Lefkowitz both agreed that the DED would fulfill the duties of the ED should the search last longer than anticipated. Dr. Pardo stated she does not see the process taking long enough for an ID to be necessary and Dr. Martin stated the Committee can discuss this at a later date, if the need arises.

Consideration of Invitation of Arizona Regulatory Board of Physician Assistant Member to Participate on ED Search Committee

Dr. Pardo stated that a member of the Arizona Regulatory Board of Physician Assistants (PA Board) was invited to participate previously in the Committee's search for a new ED. Dr. Martin stated it is appropriate to have a PA Board Member join the Committee during this process as both Boards work together under the same Agency. The Committee noted that the Chair of the PA Board had previously stated she would either join or appoint someone from the PA Board to participate.

MOTION: Dr. Pardo moved to have a PA Board member participate in the Committee's search for the new ED.

SECONDED: Dr. Lee

VOTE: 5-yay, 0-nay, 0-abstain, 0-recuse, 0-absent.

MOTION PASSED.

Mr. Miller recommended the Chair of the PA Board appoint a member to join so that they can immediately begin participating. Dr. Lee asked if the Chair had that authority without having to hold a public meeting. Mr. Harris stated he would look into this and make sure it is accomplished in a timely manner. He stated if not, the PA Board can hold a brief teleconference meeting to select a representative. Dr. Martin asked if he could not contact the Chair of the PA Board to invite a member to participate in the Committee. Staff confirmed that according to A.R.S. §32-2504(C) the PA Board's Chair may appoint a member to join the Committee without holding a public meeting. Mr. Harris agreed and stated Dr. Martin has the authority to contact the Chair of the PA Board for the purpose of identifying a member of the PA Board to assist in the ED search. The Committee agreed.



The meeting adjourned at 6:46 p.m.

Timothy Miller, J.D., Executive Director